

Hurricane Preparation Check List –

Accelerator Controls

YEAR-ROUND READINESS

1. Building 87 Safety Warden monitors weather-alert radio; alerts EES IC Ops Support Team of any weather watches or warnings; replaces batteries every six months.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to EES Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

Duration of Hurricane Season (June 1 – Oct. 30)

Personnel: Accelerator Emergency Management Team A, EESIC and ACE personnel.

This is our normal posture during hurricane season. Activation of this preparedness condition initiates a number of preparatory steps designed to ensure that higher readiness levels can be attained quickly when needed.

Checklist:

1. Review this check list and update all necessary data. Provide copy with changes to JLab Emergency Manager.
2. Inventory emergency supplies on hand; replenish if needed:
3. Review computer systems shutdown procedures from Computer Center.
4. Review system shutdown procedures, update as needed.
5. Post e-mail to EESIC and ACE support personnel reflecting changes in procedures.
6. Conduct review/test (if possible) of automated shutdown systems (UPS auto-shutdown, etc.).

7. Notify the EES Emergency Manager of completion of these preliminary preparedness steps (i.e. "Check list for preparedness condition 1 complete").
8. Review list of essential staff and emergency contact information. Update if necessary. Provide copy to EES Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

Personnel:

All personnel in EESIC shall be available to assist in preparation for this preparedness condition. Each person is responsible for shutdown/secure of items within their area of responsibility. The shutdown/secure of equipment in all common areas will be coordinated through the EES Emergency Manager, System Management(ACE) on call, Software on-call, and Controls Hardware (EESIC) personnel.

Checklist:

1. Current backup tape set relocated to safe storage. (ACE)
2. Store critical data files on one of the automatically backed-up JLAB network drives: jlabhome (J) or jlabgrp (M)
3. Identify any non-essential systems not currently in use and properly shutdown and secure. (EESIC & ACE)
4. Unplug non-essential computers, monitors, UPSs and test equipment, secure in plastic and store in an above floor location. (EESIC & ACE)
5. Cover all unused EESIC equipment in the service buildings with plastic.
6. Verify all test stand systems shutdown/secured (including service building equipment).
7. Review Back-up power systems (UPSs). (EESIC & ACE)
8. Verify RF IOC's are able to reboot and be restored. (EESIC, ACE)
9. Inform EES Emergency Manager of completion of checklist for preparedness condition 2.

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

This level of readiness may call for complete shutdown and secure of as much equipment as possible. An exception is made for CHL and supporting systems and for core central services that operate under UPS power and are connected to the Emergency Power Loop upon loss of power. Coordinate shutdown of equipment with the Operability Manager.

Personnel:

All non-essential personnel have been dismissed, leaving only Emergency Management Teams A, B, C, and D, System Management On-Call, and Software On-Call.

Checklist:

★★★★★RF Controls and CHL Controls will remain operational. ★★★★★

1. Verify all office computer systems shutdown/secured, covered with plastic.
2. All development cluster nodes shutdown/secured with ACE support.
3. All miscellaneous office equipment (copiers, fax, etc.) shutdown / secured.
4. Shutdown Instrumentation systems (BPM Power Supplies)
5. In coordination with CHL shutdown CTF and ESR if possible.
6. In coordination with FEL, shutdown FEL controls.
7. In coordination with ITS, shutdown ITS controls.
8. In coordination with the Accelerator Operations, shutdown/secure data acquisition hardware including CAMAC Crates, VME enclosures, UPSs and Network Hardware associated with accelerator operations. This activity should be coordinated by the Controls Hardware Team Leader.
9. Systems included are: Diagnostic, BPMs, and Magnet Controls.
10. In coordination with Accelerator operations and ACE, shutdown all (save 1) control room workstations.
11. Shutdown and secure all operations cluster nodes.
12. Shutdown and secure all control system network distribution hardware not associated with CHL and RF operation/monitoring and core network services.
13. Report completion of preparations to EES Emergency Manager.

DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
3. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Manager.

Recovery

Steps for recovery from a near complete shutdown of all systems will be necessarily varied dependent upon the degree to which equipment was secured. Generally, the following steps constitute a reasonable skeleton -

When safe to do so:

1. Inspect the area for damage, documenting same. Particular attention needs to be paid to electrical distribution equipment, raised floor and subterranean conduit, etc. prior to re-energizing systems.
2. Repair any damage necessary to prepare for bringing systems back online.
3. Re-energize electrical distribution system as needed to provide power to essential systems left online at the completion of the HPC-3 preparedness checklist.
4. Re-energize UPS systems, allow to charge.
5. Re-energize, restore equipment left running in HPC-3.
6. Re-energize, restore essential network services, server computer systems, etc.
7. Follow recovery check list for preparedness HPC-2.
8. Supervisors brief staff, visitors about where sources for Lab status information may be found, and the importance of not returning to the site until re-opening is officially announced.

Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).

Hurricane Preparedness Conditions (HPC) & Primary Actions

